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I am a Person-Centred Counsellor and I believe in the theory developed by Carl Rogers that given the right conditions all people have the potential to grow and develop in a positive way. My aim is to provide a safe space for you to talk openly, free from judgement or criticism, and without directing you. I believe you have the inner ability to find your own answers and the right path forward for you. Our work will be led by you, at a pace that is comfortable for you and this is why I don't limit the number of sessions available.

This is to confirm our working arrangement for counselling sessions as discussed.

### Ethics

I am a registered member of the BACP (British Association for Counselling and Psychotherapy) and I adhere to their Ethical Framework for Good Practice in Counselling and Psychotherapy. If you would like to find out more about this you can go to [www.bacp.co.uk](http://www.bacp.co.uk) for information.

### Sessions

We have agreed a fee of £40.00 per session and this is payable in cash after each session. I ask for as much notice as possible of cancellation, but cancellations of 24 hours or less notice will incur a £10 cancellation fee. Sessions will usually be weekly and last 50 minutes each.

### Confidentiality

- Our relationship is confidential. I will not speak to anyone else about you or reveal your identity to anyone.
- I do keep brief notes of our sessions. These include your contact details, a record of sessions attended and fees paid for my own accounting purposes. This information is kept in locked cabinet with contact details separate from session notes.

### Limits to Confidentiality

There are certain circumstances in which I am obliged either legally or ethically to break confidentiality and these would include:

- Disclosures relating to money laundering, drug trafficking or terrorism. These are legal obligations and I would not be able to consult with you before reporting
- Disclosures that led me to believe that you or someone else was at risk of serious, life threatening harm. I would hope to involve you in any such disclosures
- Disclosures that led me to believe that a child (a person under 18) was currently at risk of serious physical, sexual or emotional abuse

If any of the above were to occur I am obliged to make detailed factual notes of such disclosures and action taken.

- All counsellors are required by their professional body to have monthly supervision with another experienced counsellor. This is to ensure that they are working ethically and within their capabilities to maintain professional, competent practice. Case work is usually discussed in these meetings but clients' identities are never revealed

### **Boundaries**

To protect the therapeutic relationship I will not enter into any contact with you outside of our sessions except for the need to rearrange, cancel or confirm appointments. I am happy to do this by text, telephone or email.

If we were to see each other outside of the counselling sessions, for instance in the street, I would not acknowledge you or speak to you. Please be assured this not rudeness on my part but an important aspect of protecting the confidentiality of our relationship.

### **Endings**

There will come a time when you no longer need or wish to come for counselling, or you may want to take a break. Being Person-Centred I would fully respect any decision you make, even if I felt our work was unfinished. I would hope that we could discuss endings or breaks openly and honestly.

I look forward to working with you. If you do have any further questions, please do not hesitate to ask.

Emma Marshall